

Office of the Attorney General  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs\[atg.in.gov](mailto:jobs[atg.in.gov)  
317-232-7979 (fax)



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

## **Paralegal Licensing Enforcement Section Consumer Protection Division**

The paralegal position within the Licensing Enforcement section in the Consumer Protection Division of the Office of the Indiana Attorney General is responsible for providing paralegal support to attorneys in the Licensing Enforcement section. This position reports to Supervising Deputy of Licensing Enforcement. Principal duties include:

### ***Duties:***

- Handle administrative duties related to the opening and closing of litigation files and the filing of administrative and civil complaints.
- Back up for file administrator.
- Ensure all file stamped licensing litigation documents are scanned and profiled to the appropriate case.
- Other duties as assigned by Supervising Deputy.
- Files all pleadings with Indiana Professional Licensing Agency (IPLA) and courts, scans them in and uploads them to Advologix. Also serves the pleadings upon opposing counsel and respondents.
- Receives all hearing notices and orders from IPLA and courts, uploads them into Advologix, and ensures that the Deputy Attorneys General know that the hearing has been scheduled. Also, receives all agendas for all boards, checks each agenda, and lists which Deputy is assigned to each case.
- Recalls closed files from archives when cases are reopened, or when files are needed for post-discipline matters. Also, creates files for post-discipline matters, and assigns the appropriate Deputy to the case.

### ***Skills:***

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent).
- Good public relations skills, including ability to work with consumers to obtain information in a timely manner.
- Pleasant telephone demeanor, as consumers and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.

- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required.
- Awareness of ethical concerns, including need for confidentiality.
- Paralegal degree preferred.
- Litigation experience preferred.